



## **Federal Program Office (FPO)**

### **User Manual**

#### **Create a Competitive Request for Application (RFA)**

NOAA Grants Online Program Management Office

October 2015  
Version 4.17



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## **Overview**

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This document guides the Federal Program Officer (FPO) through the steps to create and publish a Competitive Request for Application (RFA). The Competitive RFA is the framework that supports development of the Federal Funding Opportunity (FFO).

## **Prepare to Create a Competitive RFA**

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Creation of the RFA is the initial action performed by the Federal Program Officer. To create the RFA, the following information is required:

- RFA Name – identified by the Federal Program Officer
  - Easily identifiable names are preferred
- Catalog of Federal Domestic Assistance (CFDA) Number
- Fiscal Year
- Approximate funding amount for the RFA
- Funding amount for the Competition
- Application Due Date
- Anticipated Review Event Start and End Date
- Contact person within the agency/bureau responsible for answering questions related to the RFA
- Name of Program Officer(s) who will process the application
  - Identified during the routing phase of RFA creation
- Application Package – forms the applicant must include with the application



**NOTE:** Although the examples in this manual are based on National Oceanic and Atmospheric Administration (NOAA) grants programs, the processes described are applicable (with appropriate modifications) to all bureaus that use the Grants Online system.

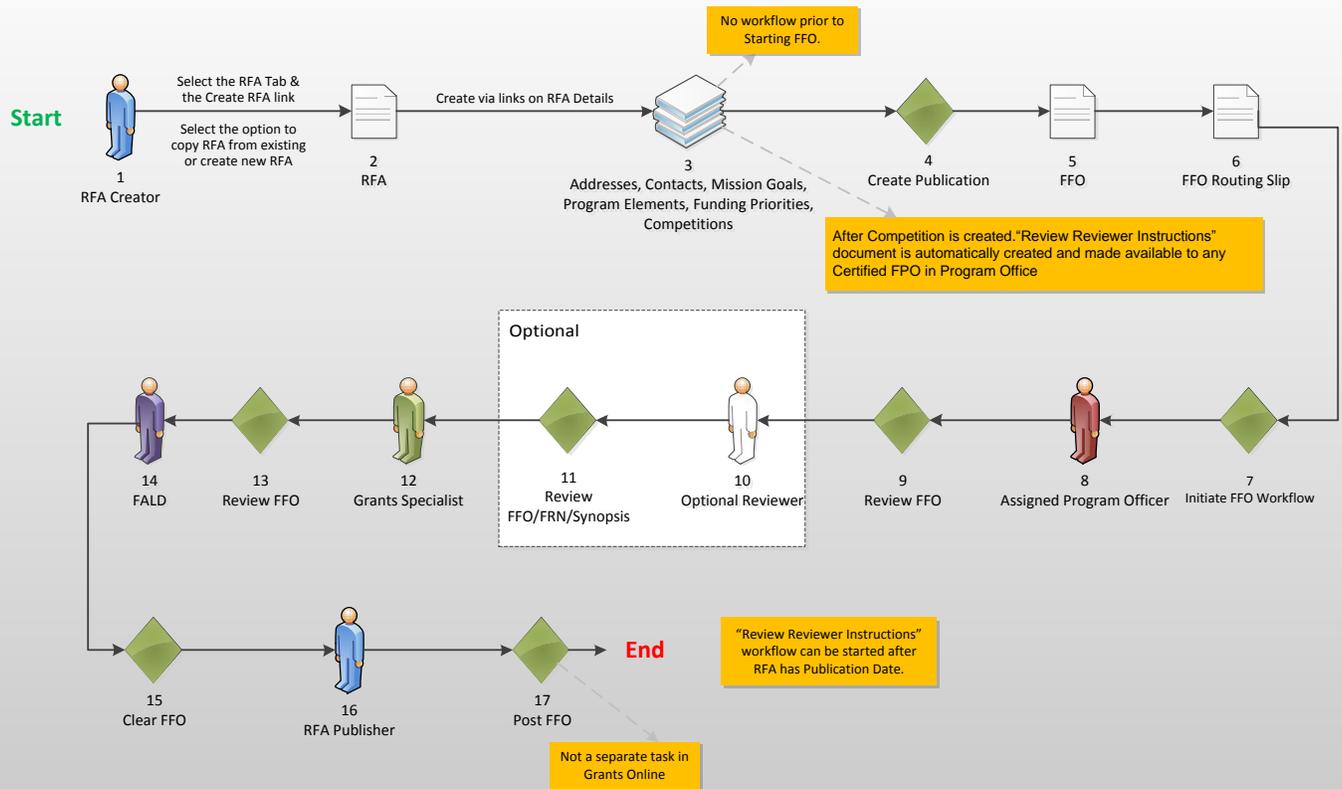
# Federal Program Office – Create a Competitive RFA

## Process Diagram – Create & Review RFA and Publish FFO Overview

### Create & Review RFA and Publish FFO Overview (COMP-1)

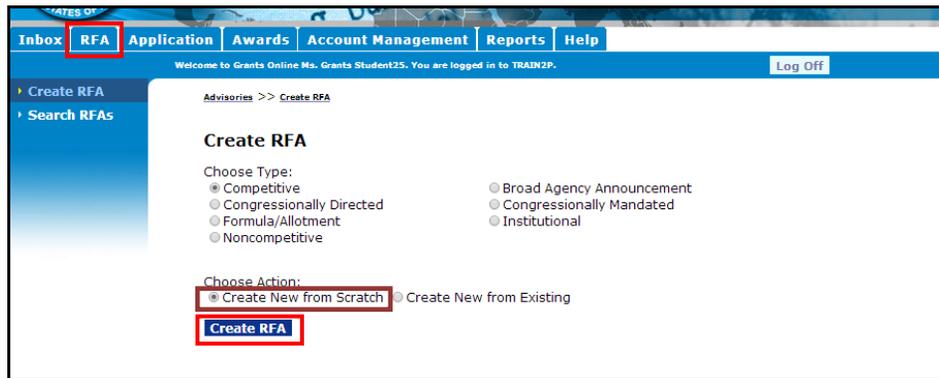
September 30, 2015

Version 4.17



## Create a Competitive RFA

1. Click the **RFA Tab** located at the top of the webpage.
2. Click the RFA Type (radio button) – Competitive.
3. Click the **Create New from Scratch** radio button.
4. Click the **Create RFA** button and the image displayed on page 10 is visible. Follow the instructions that start on page 10 (Create New from Scratch).



The screenshot shows the 'Create RFA' form in the Grants Online Ms. Grants Student25 system. The 'RFA' tab is selected in the top navigation bar. The form includes a 'Choose Type' section with radio buttons for Competitive, Congressionally Directed, Formula/Allotment, Noncompetitive, Broad Agency Announcement, Congressionally Mandated, and Institutional. The 'Competitive' option is selected. The 'Choose Action' section has radio buttons for 'Create New from Scratch' and 'Create New from Existing', with 'Create New from Scratch' selected. A 'Create RFA' button is highlighted with a red box.

5. As an alternative to Step 3, the user may click the **Create New from Existing** radio button.
6. Click the **Create RFA** button and the image displayed on page 8 is visible. Follow the instructions on page 8 (Create New from Existing) to complete this portion of the process.



The screenshot shows the 'Create RFA' form in the Grants Online Ms. Grants Student25 system. The 'RFA' tab is selected in the top navigation bar. The form includes a 'Choose Type' section with radio buttons for Competitive, Congressionally Directed, Formula/Allotment, Noncompetitive, Broad Agency Announcement, Congressionally Mandated, and Institutional. The 'Competitive' option is selected. The 'Choose Action' section has radio buttons for 'Create New from Scratch' and 'Create New from Existing', with 'Create New from Existing' selected. A 'Create RFA' button is highlighted with a red box.

## Federal Program Office – Create a Competitive RFA

### Create New from Existing

1. When the user clicks **Create New from Existing** radio button s/he must enter data for at least one of the four fields visible on the screen (RFA Name, Funding Opportunity Number, CFDA Number, or the Fiscal Year).
2. Click the **Search** button. If the user has not entered data associated with an existing Competitive RFA, the system returns the phrase “Nothing Found to Display.”

**Search for RFA**

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :   
(use format YYYY)

Selected Type : **Competitive**

**Search Results**

Nothing found to display.

3. From the list of existing RFAs, click the **Select** link beside the appropriate Competitive RFA.

**Search for RFA**

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :   
(use format YYYY)

Selected Type : **Competitive**

**Search Results**

49 Items found, displaying all items.1

RFA ID	Name	Type	FEO Number	Competition Name	Competition Id	Fiscal Year	Publication Date	Compe Id
<a href="#">Select</a>	est #2 Sept 2015	Competitive	NOAA-GOT-OCPO-2015-2003786	Test #2 Sept 2015	<a href="#">Select</a>	2015	2015-09-16	227898
<a href="#">Select</a>	Oceans Sustainability Challenge Award	Competitive	NOAA-GOT-OCPO-2015-2003757		<a href="#">Select</a>	2015		
<a href="#">Select</a>	Oriana1	Competitive	NOAA-GOT-OCPO-2015-2003635	Oriana1	<a href="#">Select</a>	2015		226073
<a href="#">Select</a>	Copy1 of Nov3 Comp	Competitive	GOT-OCPO-2015-2002642	Copy of Nov3 Comp	<a href="#">Select</a>	2015		226100
<a href="#">Select</a>	LB Pre-Class Comp RFA Nov 2014	Competitive	NOAA-GOT-OCPO-2015-2003612	LB Pre-Class Comp RFA Nov 2014	<a href="#">Select</a>	2015	2014-11-01	226052

- From the Action dropdown menu select **View RFA Details** and click the **Submit** button.

The screenshot shows the 'RFA' form with the following fields: 'Id: 2278990', 'Status:', 'Action: View RFA Details' (dropdown menu), 'Your Comments:' (text area), 'Spell Check' button, and 'Save Comment' button. The 'Submit' button is highlighted with a red box.

- On the Competitive RFA Details screen, the default RFA Name\* is typically “Copy1 of XXXX” – where XXXX is the name of the existing RFA upon which the new RFA is based. To ensure the new RFA is easily identifiable, the user should **change the RFA Name**. Carefully review and make changes to the other RFA Header Information data elements where appropriate.

The screenshot shows the 'Competitive RFA Details' form with the following fields: 'RFA Header Information', 'Document ID: 2278990', 'RFA Name\* (highlighted with a red arrow): Copy1 of Test #2 Sept 2015', 'Fiscal Year\* (YYYY): 2015', 'Announcement Type: Initial', 'Anticipated Publication Date\* (MM/DD/YYYY): 09/30/2015', 'Funding Opportunity Number: GOT-OCPO-2015-2003787', 'Line Office\*: Grants Online Training (GOT)', 'Assigned Program Office\*: GOT One Commerce Program Office (OCPO)', 'Assigned Program Officer\*: Student25, Grants', 'CFDA Number\*: 11.999 - Grants Online Training Program', and 'Sub Program: -Select a Sub Program-'. A red arrow points to the 'RFA Name' field.

- After updating the RFA Header information, scroll to the bottom of the screen and click the **Save** button.

The screenshot shows the 'Program Elements/Funding Priorities' section of the form. It includes a table with columns 'Order', 'Label', 'Name', and 'Description'. The table contains one row: '1', 'Funding Priority', and 'Copy of Test #2 Sept 2015'. Below the table are sections for 'Competitions' (with a 'Save' button highlighted in red), 'Attachments', and a 'Save' button at the bottom.

- Instructions for changes to the RFA Supplementary Information components of the RFA Details start on page 11.

## Create New from Scratch

When the user selects the option to “Create New from Scratch,” s/he will commence by supplying data for mandatory fields. A red asterisk (\*) denotes a mandatory field.

### Header Information

1. Enter data for the following fields:

- RFA Name\*
- Fiscal Year (YYYY)\*
- Anticipated Publication Date (MM/DD/YYYY)\*  
**NOTE:** Must be greater than the current date
- Line Office\*  
**NOTE:** Populated based upon the user’s assigned Line Office
- Assigned Program Office\*
- Assigned Program Officer\*
- CFDA Number\*  
**NOTE:** Only Catalog for Domestic Assistance (CFDA) numbers associated with the user’s Line Office will display. If the user needs to add a CFDA number not in the list, s/he should contact the Help Desk.
- Sub Program

2. Click the **Save** button.

The screenshot shows a web form titled "Create Competitive RFA". The form contains the following fields and values:

RFA Name*	Test RFA 052814
Fiscal Year* (YYYY)	2014
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	10/01/2014
Line Office*	Grants Online Training (GOT)
Assigned Program Office*	GOT One Commerce Program Office (OCPO) ▼
Assigned Program Officer*	Student25, Grants ▼
CFDA Number*	11.999 - Grants Online Training Program ▼
Sub Program	-Select a Sub Program- ▼

At the bottom left of the form, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

## Specify Supplementary RFA Information

Upon successfully saving the RFA Header information, the user is prompted to enter additional information associated with the RFA. This supplementary information includes funding amounts, due dates, contact information, and application routing. The data fields are listed below:

### RFA Supplementary Information

- Anticipated Funding Amount\*
- New Program\*
- Anticipated Award Amount (Min and Max)\*
- Anticipated Number of Awards (Min and Max)\*
- Selected Federal Addresses\*
- Selected Federal Contacts\*
- Selected Mission Goals\*
- Program Elements/Funding Priorities\*
- Competitions

**Competitive RFA Details**

**RFA Header Information**

Document ID: 2258391

RFA Name\*:

Fiscal Year\* (YYYY):

Announcement Type: Initial

Anticipated Publication Date\* (MM/DD/YYYY):

Funding Opportunity Number: NOAA-GOT-OCPO-2014-2003555

Line Office\*: Grants Online Training (GOT)

Assigned Program Office\*:

Assigned Program Officer\*:

CFDA Number\*:

Sub Program:

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**RFA Supplementary Information**

Anticipated Funding Amount \* \$

**New Program \***

This **IS NOT** a new program. A Federal Register Notice IS NOT REQUIRED unless anticipated funding is \$100M or greater.

This **IS** a new program. A Federal Register notice IS REQUIRED.

Anticipated Award Amount\* \$

Anticipated Number of Awards\*

**Selected Federal Addresses \***

No addresses have been selected.  
[Add/Edit](#)

**Selected Federal Contacts \***

No contacts have been selected.  
[Add/Edit](#)

**Selected Mission Goals \***

No mission goals have been selected.  
[Add/Edit](#)

**Program Elements/Funding Priorities \***

No Program Elements/Funding Priorities Available  
[Add/Edit](#)

**Competitions**

Press Save before selecting the following link(s)

No Competition  
[Add New](#)

## Selected Federal Addresses

1. Click the **Add/Edit** link below the Selected Federal Addresses\* header.

**Selected Federal Addresses \***  
No addresses have been selected.  
[Add/Edit](#)

**Selected Federal Contacts \***  
No contacts have been selected.  
[Add/Edit](#)

**Selected Mission Goals \***  
No mission goals have been selected.  
[Add/Edit](#)

**Program Elements/Funding Priorities \***  
No Program Elements/Funding Priorities Available  
[Add/Edit](#)

**Competitions**  
Press Save before selecting the following link(s)  
No Competition  
[Add New](#)

**Attachments:**  
No attachments.  
Add new Attachment: [+]  
Any changes to information on this page should be saved before adding or removing attachments.  
[Large File Guidance](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

2. To search for a Federal Address, specify information for one or more of the fields. Provide data for the minimum number of fields necessary to conduct the search. If the user specifies search criteria for more than one field, s/he is requiring the system to search and match all information entered. Please note, all Grants Online Federal and Grantee addresses that meet the specified criteria will be returned when the search is executed.
3. Click the **Search** button.

**Search Addresses**

Program Office Name:

Street Address:

City:

State:

Zip:

[Search](#)

**Search Results**

11 items found, displaying all items.1

<input type="checkbox"/>	Program Office Name	Address
<input type="checkbox"/>	Southwest Wetlands Interpretive Association	708A Seacoast Drive, Imperial Beach, CA 91932 USA
<input type="checkbox"/>	The Conservancy of Southwest Florida	1450 Merrihu Drive, Naples, FL 34102 USA
<input type="checkbox"/>	Southwest Research Institute	6220 Culebra Road, San Antonio, TX 78228 USA
<input type="checkbox"/>	Southwestern Indian Polytechnic Institute	P.O. Box 10146-9169, Albuquerque, NM 87184 USA
<input type="checkbox"/>	University of Southwest Louisiana	null, Lafayette, LA 70504 USA
<input type="checkbox"/>	Southwest Missouri State University	901 S National Ave, Springfield, MO 65804 USA
<input type="checkbox"/>	NOAA/ NMFS, Southwest Fisheries Center	2570 Dole Street, Honolulu, HI 96822-2396 USA
<input type="checkbox"/>	University of Southwest Louisiana	300 E. Mary Street, Lafayette, LA 70504-2451 USA
<input type="checkbox"/>	University of Southwestern Louisiana	300 East St. Mary Blvd, Lafayette, LA 70504 USA
<input type="checkbox"/>	Fisheries Southwest Region Program Office (SW)	501 WEST OCEAN BVLD, Long Beach, CA 90802-4213 USA
<input type="checkbox"/>	Southwest Fisheries Science Center	P.O. Box 271, La Jolla, CA 92038 USA

## Federal Program Office – Create a Competitive RFA

- To indicate the address s/he wishes to select, the user should click the check box next to the appropriate Program Office's name and address.
- Click the **Add to RFA** button.

**Search Addresses**

Program Office Name:

Street Address:

City:

State:

Zip:

**Search**

**Search Results**

11 items found, displaying all items.1

<input type="checkbox"/>	Program Office Name	Address
<input type="checkbox"/>	Southwest Wetlands Interpretive Association	708A Seacoast Drive, Imperial Beach, CA 91932 USA
<input type="checkbox"/>	The Conservancy of Southwest Florida	1450 Merrihu Drive, Naples, FL 34102 USA
<input type="checkbox"/>	Southwest Research Institute	6220 Culebra Road, San Antonio, TX 78228 USA
<input type="checkbox"/>	Southwestern Indian Polytechnic Institute	P.O. Box 10146-9169, Albuquerque, NM 87184 USA
<input type="checkbox"/>	University of Southwest Louisiana	null, Lafayette, LA 70504 USA
<input type="checkbox"/>	Southwest Missouri State University	901 S National Ave, Springfield, MO 65804 USA
<input type="checkbox"/>	NOAA/ NMFS, Southwest Fisheries Center	2570 Dole Street, Honolulu, HI 96822-2396 USA
<input type="checkbox"/>	University of Southwest Louisiana	300 E. Mary Street, Lafayette, LA 70504-2451 USA
<input type="checkbox"/>	University of Southwestern Louisiana	300 East St. Mary Blvd, Lafayette, LA 70504 USA
<input checked="" type="checkbox"/>	Fisheries Southwest Region Program Office (SW)	501 WEST OCEAN BVLD, Long Beach, CA 90802-4213 USA
<input type="checkbox"/>	Southwest Fisheries Science Center	P.O. Box 271, La Jolla, CA 92038 USA

**Add to RFA**

- If the user needs to specify another address, s/he must complete steps 2-5 again.
- If the user made a mistake and wants to remove an address, click the check box next to the organization's name and click the **Remove from RFA** button. The user must repeat steps 2-5 to select a new address.
- When the user is satisfied with the selected address(es), s/he should click the **Done** button.

**Search Addresses**

Program Office Name:

Street Address:

City:

State:

Zip:

**Search**

**Search Results**

Nothing found to display.

**Add to RFA**

**Selected Addresses for this RFA**

One item found.1

<input type="checkbox"/>	Program Office Name	Address
<input checked="" type="checkbox"/>	Fisheries Southwest Region Program Office (SW)	501 WEST OCEAN BVLD, Long Beach, CA 90802-4213 USA

**Remove from RFA (If appropriate)**

**Done**

## Federal Program Office – Create a Competitive RFA

### Selected Federal Contacts

1. Click the **Add/Edit** link under the Selected Federal Contacts\* header. The Federal Contact is the staff member the applicant will contact with any questions about the Funding Opportunity.

**Selected Federal Addresses \***  
No addresses have been selected.  
[Add/Edit](#)

**Selected Federal Contacts \***  
No contacts have been selected.  
[Add/Edit](#)

**Selected Mission Goals \***  
No mission goals have been selected.  
[Add/Edit](#)

**Program Elements/Funding Priorities \***  
No Program Elements/Funding Priorities Available  
[Add/Edit](#)

**Competitions**  
**Press Save before selecting the following link(s)**  
No Competition  
[Add New](#)

**Attachments:**  
No attachments.  
Add new Attachment: [\[+\]](#)  
Any changes to information on this page should be saved before adding or removing attachments.  
[Large File Guidance](#)

**Save** **Save and Return to Main** **Cancel**

A minimum of one search criteria must be entered when searching for contacts. The user can search by First Name, Last Name, Org Name, Street, City, State, Zip, Phone or Email. Please note, all Grants Online Federal and Grantee contacts that meet the specified criteria will be returned when the search is executed.

2. Enter the search criteria for the individual and click the **Search** button.

**Competitive RFA Details**

**RFA Header Information**

<b>Document ID:</b>	2255609	<b>CFDA Number:</b>	11.999
<b>Announcement Type:</b>	Initial	<b>SubProgram:</b>	
<b>Funding Opportunity Number:</b>	NOAA-GOT-OCPO-2014-2003469	<b>Assigned Program Officer:</b>	GOT One Commerce Program Office (OCPO)
<b>Line Office:</b>	Grants Online Training (GOT)	<b>Assigned Program Officer:</b>	Grants Student08
<b>RFA Name:</b>	gstudent08 - hatchery	<b>Anticipated Publication Date:</b>	11/20/2013
<b>Fiscal Year:</b>	2014	<b>Publication Date:</b>	Not Published

**Search Contacts**

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

**Search**

Search Results

## Federal Program Office – Create a Competitive RFA

- Click the check box next to the name of the person you wish to identify as the Federal Contact.

**RFA Header Information**

Document ID:	2255609	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003469	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Office:	Grants Student08
RFA Name:	gstudent08 - hatchery	Anticipated Publication Date:	11/20/2013
Fiscal Year:	2014	Publication Date:	Not Published

**Search Contacts**

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

**Search**

**Search Results**

4 items found, displaying all items 1

Contact Name	Org Name	Address	Phone	Email
<input type="checkbox"/> Grants Student05	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@msg2.rdc.noaa.gov
<input checked="" type="checkbox"/> Grants Student15	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@msg2.rdc.noaa.gov
<input type="checkbox"/> Ms. Grants Student25	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@msg2.rdc.noaa.gov
<input type="checkbox"/> Grants Student35	Trade Adjustment Assistance for Firms (TAAF)	1401 Constitution Ave., NW Washington, DC 20230	202-555-1212	testemail@msg2.rdc.noaa.gov

**Add to RFA**

**Selected Contacts for this RFA**  
Nothing found to display.

**Remove from RFA**

**Done**

- Click the **Add to RFA** button at the bottom of the screen.

**RFA Header Information**

Document ID:	2255609	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003469	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Office:	Grants Student08
RFA Name:	gstudent08 - hatchery	Anticipated Publication Date:	11/20/2013
Fiscal Year:	2014	Publication Date:	Not Published

**Search Contacts**

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

**Search**

**Search Results**

4 items found, displaying all items 1

Contact Name	Org Name	Address	Phone	Email
<input type="checkbox"/> Grants Student05	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@msg2.rdc.noaa.gov
<input checked="" type="checkbox"/> Grants Student15	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@msg2.rdc.noaa.gov
<input type="checkbox"/> Ms. Grants Student25	GOT One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143	301-555-1212	testemail@msg2.rdc.noaa.gov
<input type="checkbox"/> Grants Student35	Trade Adjustment Assistance for Firms (TAAF)	1401 Constitution Ave., NW Washington, DC 20230	202-555-1212	testemail@msg2.rdc.noaa.gov

**Add to RFA**

**Selected Contacts for this RFA**  
Nothing found to display.

**Remove from RFA**

## Federal Program Office – Create a Competitive RFA

- If the user needs to add another contact, complete steps 2-4 again. If the user made a mistake and wants to remove a Federal Contact, click the check box next to the person's name and click the **Remove from RFA** button. The user must complete steps 2-4 to select another Federal Contact.
- When the user is satisfied with the selected contact(s), s/he should click the **Done** button.

### Competitive RFA Details

**RFA Header Information**

Document ID:	2255609	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003469	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student08
RFA Name:	gstudent08 - hatchery	Anticipated Publication Date:	11/20/2013
Fiscal Year:	2014	Publication Date:	Not Published

**Search Contacts**

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

**Search Results**

Nothing found to display.

**Selected Contacts for this RFA**

One item found, 1

<input type="checkbox"/>	Contact Name	Org Name	Address	Phone	Email
<input type="checkbox"/>	Grants Student15	GOT One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 20874-1143	301-555-1212	testemail@msg2.rdc.noaa.gov

(If appropriate)

## Selected Mission Goals

1. To specify the Agency's Mission Goals, click the **Add/Edit** link beneath the Selected Mission Goals\* header.

**RFA Supplementary Information**

Anticipated Funding Amount \* \$

**New Program \***

This **IS NOT** a new program. A Federal Register Notice **IS NOT REQUIRED** unless anticipated funding is \$100M or greater.

This **IS** a new program. A Federal Register notice **IS REQUIRED**.

Min                      Max

Anticipated Award Amount\* \$

Anticipated Number of Awards\*

**Selected Federal Addresses \***

No addresses have been selected.

[Add/Edit](#)

**Selected Federal Contacts \***

No contacts have been selected.

[Add/Edit](#)

**Selected Mission Goals \***

No mission goals have been selected.

[Add/Edit](#)

**Program Elements/Funding Priorities \***

No Program Elements/Funding Priorities Available

[Add/Edit](#)

**Competitions**

Press Save before selecting the following link(s)

No Competition

[Add New](#)

**Attachments:**

No attachments.

Add new Attachment: [+](#)

Any changes to information on this page should be saved before adding or removing attachments.

[Large File Guidance](#)

2. As a part of the RFA definition process, the user must select at least one of the options available for his/her agency. More than one Mission Goal can be selected. However, the user should first check with his/her Program Manager. When the user has specified at least one option, click the **Add to RFA** button.

**Competitive RFA Details**

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published

[Guidance](#)

**Available Mission Goals For this RFA**

Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Climate Adaptation and Mitigation	Projected future climate-related changes include increased global temperatures, melting sea ice and glaciers, rising sea levels, increased frequency of extreme precipitation events, acidification of the oceans, modifications of growing seasons, changes in storm frequency and intensity, air quality, <a href="#">... more</a>
<input type="checkbox"/> Weather-Ready Nation	A weather-ready nation is a society that is able to prepare for and respond to environmental events that affect safety, health, the environment, economy, and homeland security. Urbanization and a growing population increasingly put people and businesses at greater risk to the impacts of weather, wat <a href="#">... more</a>
<input checked="" type="checkbox"/> Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recreational opportunities, and they support economies. Yet the resources that our marine, coastal, and Great Lakes environments present to us are already stressed by human uses. Habitat changes have depleted fish and shellfish <a href="#">... more</a>
<input type="checkbox"/> Resilient Coastal Communities and Economies	The complex interdependence of ecosystems and economies will grow with increasing uses of land, marine, and coastal resources, resulting in particularly heavy economic and environmental pressures on the Nation's coastal communities. Continued growth in coastal populations, economic expansion, and gl <a href="#">... more</a>

## Federal Program Office – Create a Competitive RFA

- To remove a Mission Goal associated with the RFA, select the check box next to the item you would like to remove. Click the **Remove from RFA** button. The user must complete steps 1-2 to include another Mission Goal.
- When satisfied with the Selected Mission Goals, click the **Done** button to return to the previous screen.

### Competitive RFA Details

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published

[Guidance](#)

#### Available Mission Goals For this RFA

Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Climate Adaptation and Mitigation	Projected future climate-related changes include increased global temperatures, melting sea ice and glaciers, rising sea levels, increased frequency of extreme precipitation events, acidification of the oceans, modifications of growing seasons, changes in storm frequency and intensity, air quality, ... <a href="#">more</a>
<input type="checkbox"/> Weather-Ready Nation	A weather-ready nation is a society that is able to prepare for and respond to environmental events that affect safety, health, the environment, economy, and homeland security. Urbanization and a growing population increasingly put people and businesses at greater risk to the impacts of weather, wat ... <a href="#">more</a>
<input type="checkbox"/> Resilient Coastal Communities and Economies	The complex interdependence of ecosystems and economies will grow with increasing uses of land, marine, and coastal resources, resulting in particularly heavy economic and environmental pressures on the Nation's coastal communities. Continued growth in coastal populations, economic expansion, and gl ... <a href="#">more</a>

**Add to RFA**

#### 1 Selected Mission Goals for this RFA

Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recreational opportunities, and they support economies. Yet the resources that our marine, coastal, and Great Lakes environments present to us are already stressed by human uses. Habitat changes have depleted fish and shellfish ... <a href="#">more</a>

**Remove from RFA (If appropriate)**

**Done**

## Program Elements/Funding Priorities

1. Click the **Add/Edit** link below the Program Elements/Funding Priorities\* header.

**RFA Supplementary Information**  
Anticipated Funding Amount\* \$

**New Program\***  
 This **IS NOT** a new program. A Federal Register Notice **IS NOT REQUIRED** unless anticipated funding is \$100M or greater.  
 This **IS** a new program. A Federal Register notice **IS REQUIRED**.

Anticipated Award Amount\* \$  Min  Max  
Anticipated Number of Awards\*

**Selected Federal Addresses\***  
No addresses have been selected.  
[Add/Edit](#)

**Selected Federal Contacts\***  
No contacts have been selected.  
[Add/Edit](#)

**Selected Mission Goals\***  
No mission goals have been selected.  
[Add/Edit](#)

**Program Elements/Funding Priorities\***  
No Program Elements/Funding Priorities Available  
[Add/Edit](#)

**Competitions**  
Press **Save** before selecting the following link(s)  
No Competition  
[Add New](#)

**Attachments:**  
No attachments.  
Add new Attachment: [+](#)  
Any changes to information on this page should be saved before adding or removing attachments.  
[Large File Guidance](#)

**Save** **Save and Return to Main** **Cancel**

2. In the subsequent screen image that displays, Name\* is the only mandatory field. Specify information for that field and click the **Save** button.

**Competitive RFA Details**

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published

**Add Program Element/Funding Priority**

Label:  e.g. I, A, 1., 1), 1-a.

Name\*:   
Note: Reports and screen listings will use the label if entered. Otherwise, the name will be used.

Description:

**Save** **Cancel** **Spell Check**

Mandatory data →

## Federal Program Office – Create a Competitive RFA

---



**NOTE:** Although Name is the only mandatory data entry field, the Program Officer may elect to assign a meaningful (and unique) label for each Program Element associated with the RFA. If a label is designated, the label is displayed under the Program Element Funding Priority column (in lieu of the Program Element Name) on several system-generated reports available from the Selection Package details screen.

3. If the user wishes to add another Program Element/Funding Priority, s/he should click the **Add New** link. Repeat step 2 as many times as is appropriate.
4. When finished entering all Program Element/Funding Priorities, click the **Done** button.

### Competitive RFA Details

RFA Header Information			
Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published

### Program Element/Funding Priorities

Order	Label	Name	Description	Edit	Delete
1			This is a component of the Funding Opportunities Number 2003555	Edit	Delete

[Reorder](#)

[Add New](#)

**Done**

## Competitions

The Competition contains most of the details associated with a competitive RFA. Every competitive RFA in Grants Online must have at least one competition. There may be multiple competitions under one RFA; each competition results in a selection package. Please note that each competition also requires a Review Event (discussed later in this document).

### Create a Competition

1. To ensure all data entered thus far is retained, click the **Save** button at the bottom of the screen.
2. Click the **Add New** link below the Competitions header. All fields that are listed below and displayed in the screen shot on the next page require data.

The screenshot shows the 'RFA Supplementary Information' form. It includes the following sections:

- Anticipated Funding Amount**: A text input field with a dollar sign.
- New Program**: Two radio button options: 'This IS NOT a new program. A Federal Register Notice IS NOT REQUIRED unless anticipated funding is \$100M or greater.' and 'This IS a new program. A Federal Register notice IS REQUIRED.'
- Anticipated Award Amount**: Two input fields labeled 'Min' and 'Max' with dollar signs.
- Anticipated Number of Awards**: Two input fields.
- Selected Federal Addresses**: 'No addresses have been selected.' with an 'Add/Edit' link.
- Selected Federal Contacts**: 'No contacts have been selected.' with an 'Add/Edit' link.
- Selected Mission Goals**: 'No mission goals have been selected.' with an 'Add/Edit' link.
- Program Elements/Funding Priorities**: 'No Program Elements/Funding Priorities Available' with an 'Add/Edit' link.
- Competitions**: 'Press Save before selecting the following link(s)' with 'No Competition' and a red-bordered 'Add New' link.
- Attachments**: 'No attachments.' with an 'Add new Attachment: [+]' button and a 'Large File Guidance' link.

At the bottom, there are three buttons: 'Save', 'Save and Return to Main', and 'Cancel'.

The mandatory data entry fields are as follows:

- Competition Name\* (defaults to the name of the RFA)
- Fiscal Year\*
- Competition Type\*
- Assigned Program Office\*
- Competition Manager\* (i.e., the person who will oversee the Competition and prepare the Selection Package)

## Federal Program Office – Create a Competitive RFA

- Click the **Save** button to capture the information entered. If data is not entered for all fields, an error message displays and the user is unable to navigate from that screen until s/he complies with the mandatory data entry.

**Competitive RFA Details**

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published

Competition Name \*  Fiscal Year \*

Competition Type \*  Group  Individual Qualification

Assigned Program Office \*

Competition Manager \*

- When the user clicks the **Save** button on the previous screen, s/he is presented with another screen for data entry. According to convention, the fields and section headers that have a red asterisk (\*) are indicative of mandatory data entry. Supply data for the following:

- Selecting Official\*
- Anticipated Federal Funding for the Competition\* (Min and Max)
- Application Due Date\* and Time\*
- Anticipated Award Date\*

- When data entry is complete, click the **View Anticipated Competition Schedule** button. The system-calculated application due date and anticipated award date are based on the values entered for the competition. The system-calculated anticipated award date has no bearing on the actual award date.

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published

Competition Name \*  Fiscal Year \*

Competition Type \*  Group  Individual Qualification

Assigned Program Office \*

Competition Manager \*

Selecting Official \*

Anticipated Federal Funding for this Competition \* 

Min	Max
<input type="text" value="4000"/>	<input type="text" value="5000"/>

Required Federal Funding (in Dollars) per Application

Cost Share (%) per Application

**Anticipated Competition Schedule**

Pre-Application Due Date  Time:  PM Eastern

Application \*  30 Time:  PM Eastern

Anticipated Award Date \*  Days after Application Due Date

6. When finished, click the **Close** button to return to the previous screen.

RFA Header Information			
Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published

Competition Schedule :

Anticipated RFA Publication Date :

PreApplication Due Date :

Application Due Date :

No Review Events Available.

Anticipated Award Date :

7. The next item on the screen is available to NOAA users only. Other agencies have not submitted Review Criteria templates for inclusion in the Grants Online system. The default value for NOAA's Review Criteria Type\* is **Agency Standard**. If the competition is designated for a fellowship program, click the **Fellowship** radio button.

Review Criteria Type: *	<input checked="" type="radio"/> Agency Standard	<input type="radio"/> Fellowship	<a href="#">Guidance</a>
<b>Application Routing *</b>	No Program Officers are assigned to receive applications		
	<input checked="" type="radio"/> Workload	<input type="radio"/> State	
	<a href="#">View/Edit</a>		

8. Click the **Guidance** link for information associated with the Review Criteria Type\*. The phrase "The competition does not use this criterion" can be included for any non-relevant criterion.

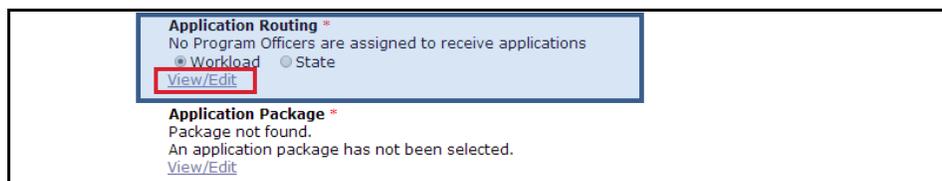


**NOTE:** When setting up the Review Events, the user will be able to modify the standard criteria and/or incorporate additional criteria as necessary. However, the user must adhere to the Agency's policies – the Review Criteria details will be reviewed by the Department of Commerce's Federal Assistance Law Division (FALD) and/or a Bureau attorney.

### Application Routing

Selection of an Application Routing\* method is mandatory for each competition included in the RFA. The routing method determines who processes an application as it is received by the Agency. The user can specify either Workload or State as the routing method. When one routing method is selected, the other routing method is disabled (i.e., there can only be one routing method per RFA). If the incorrect routing method is selected, the user must clear all selections and save the changes. At this point, the user has a clean slate (relative to the routing method) and has the opportunity to specify a new routing method.

1. Select either Workload or State for the routing method.
  - a. Workload: The user selects one or more individuals to receive the applications submitted for the competition. The applications will be distributed to the selected individuals on a round robin basis – in the order displayed on the Workload routing screen.
  - b. State routing: Allows the user to create groups by state. The user can identify a single state, or a group of states that comprise a group. The user can stipulate the Program Officer(s) who will receive the applications submitted from the states in that group.
2. When the user has selected a routing type (Workload or State), s/he should click the **View/Edit** link.



The screenshot shows a web interface for 'Application Routing'. It features two radio buttons: 'Workload' (selected) and 'State'. Below the radio buttons is a 'View/Edit' link, which is highlighted with a red rectangular box. Below this section is another section titled 'Application Package' with the message 'Package not found. An application package has not been selected.' and a 'View/Edit' link.



**NOTE:** Whoever completes the task of approving the Minimum Requirements for an application “owns” the application. That FPO or staff member will also receive assignments to complete the following tasks: Assign Award Number/Recipient; complete the PO Checklist, the Procurement Request (CD-435), and the NEPA Document (NOAA, EDA and NTIA only). As appropriate, the user may reassign ownership (as determined by user role and access rights) of the application and its associated documents.

Upon selecting the Application Routing\* method, follow the appropriate series of steps:

- Workload Application Routing → steps 3-6
- State Application Routing → steps 7-15

## Federal Program Office – Create a Competitive RFA

- From the list of Available Users, select the name of the person you would like to receive the application; click the double arrowheads that point to the right [>>]. To select more than one person, select the next name and click on the double arrowheads that point to the right. Repeat the process as many times as is necessary. As an alternative, the user can use the CTRL or SHIFT keys to select multiple names.

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published
Competition Number:	2258480	Competition Name:	Test 052814
Anticipated Application Due Date:			

**Application Routing Configuration Method: Workload**

**Available Users**

- FPOSpec, Grant
- Holt, Ana
- Student00, Grants
- Student01, Grants
- Student02, Grants
- Student03, Grants
- Student04, Grants
- Student05, Grants
- Student06, Grants

**Selected Users to receive applications for this competition**

Save and Return to Main Cancel

- The selected name(s) will now display in the Selected Users to Receive Applications for This Competition column. Remember, if the user identifies more than one individual, the application is routed in a round robin fashion.

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published
Competition Number:	2258480	Competition Name:	Test 052814
Anticipated Application Due Date:			

**Application Routing Configuration Method: Workload**

**Available Users**

- Student15, Grants
- Student16, Grants
- Student17, Grants
- Student18, Grants
- Student19, Grants
- Student20, Grants
- Student21, Grants
- Student22, Grants

**Selected Users to receive applications for this competition**

- Student25, Grants
- Student23, Grants

Save and Return to Main Cancel

## Federal Program Office – Create a Competitive RFA

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5. If a user's name is selected in error, highlight the name and click the double arrowheads that point to the left [**<<**]. This action moves a name from the Selected Users to Receive Applications for This Competition column to the Available Users column.
6. When the user has completed his/her selection click the **Save and Return to Main** button. This action will return the user to the Competitive RFA Details screen. If the user clicks the **Cancel** button, the information entered will not be saved and the user will return to the previous screen. If Workload is selected as the routing method, the remaining steps in this section are not available. Advance to step 17.

The screenshot displays the 'RFA Header Information' section with the following details:

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published
Competition Number:	2258480	Competition Name:	Test 052814
Anticipated Application Due Date:			

Below this is the 'Application Routing Configuration Method: Workload' section. It features two columns: 'Available Users' and 'Selected Users to receive applications for this competition'. The 'Available Users' list includes: FPOSpec, Grant; Holt, Ana; Student00, Grants; Student01, Grants; Student02, Grants; Student03, Grants; Student04, Grants; Student05, Grants; Student06, Grants. The 'Selected Users' list includes: Student23, Grants; Student25, Grants. Navigation arrows (<< and >>) are positioned between the columns. At the bottom, there are two buttons: 'Save and Return to Main' (highlighted with a red box) and 'Cancel'.

7. If the user selects State and clicks the **View/Edit** button, the following screen displays. Click the **Add New** link to enter the states that should be included in the first group. It is to the group(s) that is (are) defined and subsequently selected, that the RFA will be routed.

The screenshot shows the 'Application Routing Configuration Method: State' screen. The text reads: 'No state routing groups have been created'. Below this text are three buttons: 'Add New' (highlighted with a red box), 'Cancel', and 'Save and Return to Main'.

8. The Routing Group Name\* is a mandatory field. Specify the states that should be included in a group and the users assigned to that group will receive the application(s) for those states. Identify the Selected States and the Selected Users by moving data from the Available States column and the Available Users column. The double arrowheads that point to the right [**>>**] add data; the double arrowheads that point to the left [**<<**] remove data.

- Click the **Save** button to retain changes and return to the previous section; click the **Cancel** button to exit without saving the data.

- Applications from states in the Routing Group will go to the Federal Program/Project Officer(s) assigned to that group. The FPO will complete the Minimum Requirements Checklist for the submitted application(s). Each application will be distributed in a round robin method to individuals that comprise the routing group.



**Warning!**

Specify **all** possible states that might submit an application. Applications received from states not included in any group are routed to the Competition Manager.

- As shown in the screen image below, one Routing Group has been defined. Click the **Edit or Delete** link to make changes to or delete a group.
- Click the **Add New** link to specify another Routing Group.

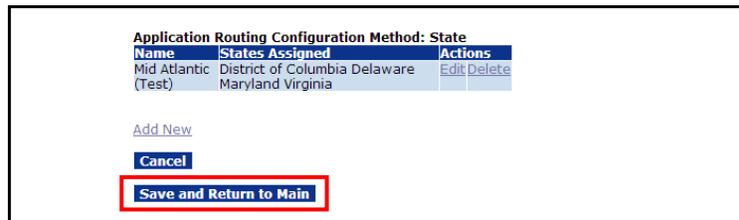
Name	States Assigned	Actions
Mid Atlantic (Test)	District of Columbia Delaware Maryland Virginia	Edit Delete

- When the user defines another Routing Group, the states that were specified in the earlier group(s) are not available for inclusion in the new group.
- Follow steps 7 & 8 to create another Routing Group.

## Federal Program Office – Create a Competitive RFA

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15. After specifying all necessary groups, click the **Save and Return to Main** button.



Name	States Assigned	Actions
Mid Atlantic (Test)	District of Columbia Delaware Maryland Virginia	Edit Delete

[Add New](#)

[Cancel](#)

[Save and Return to Main](#)

16. When the user returns to the Competition Details screen, if s/he used State Application Routing (steps 7-15) the Workload option is disabled.



**Application Routing \***

**Name**

FPOspec, Grant  
Student25\_Grants

Workload (Disabled)  State [View/Edit](#)

**Application Package \***

Package not found.  
An application package has not been selected.  
[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application

[View/Edit](#)

17. When the user returns to the Competition Details screen, if s/he used Workload Application Routing (steps 3-6) the State option is disabled.



**Application Routing \***

**Name**

Student23, Grants  
Student25, Grants

Workload  State (Disabled) [View/Edit](#)

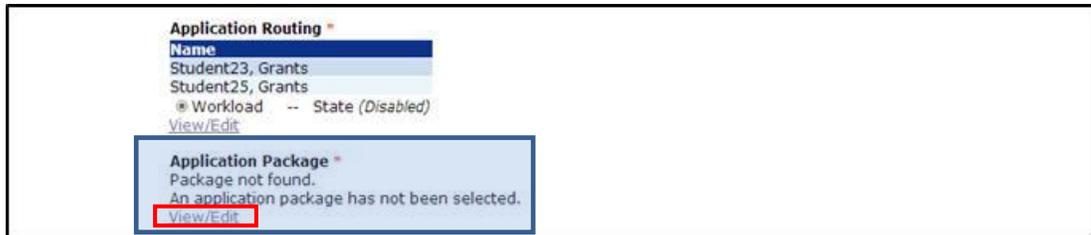
**Application Package \***

Package not found.  
An application package has not been selected.  
[View/Edit](#)

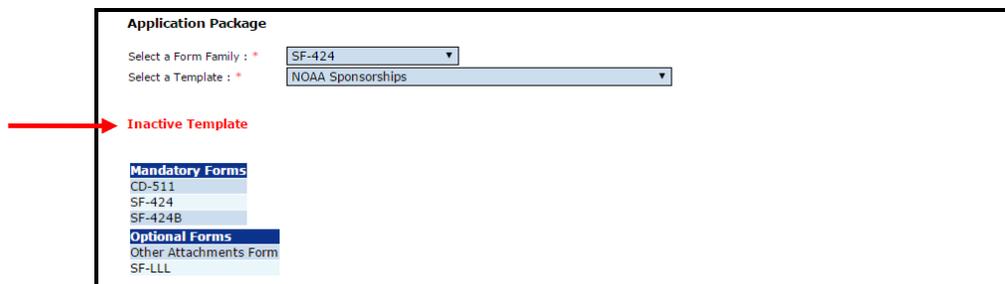
## Application Package

Using the steps detailed in this section, the user specifies the type(s) of forms the applicant must submit as part of his/her application package. If the user requires an additional form that is not among the available Grants Online templates, s/he should contact the Help Desk.

1. Scroll down the screen to the Application Package\* header. Click the **View/Edit** link.



2. Select a Form Family\* from the 1<sup>st</sup> dropdown menu. Currently only the SF-424 Form Family has associated templates.
3. Select a Template\* from the 2<sup>nd</sup> dropdown menu. Legacy templates are inactive and will produce an error message.



## Federal Program Office – Create a Competitive RFA

- When the user selects the appropriate options, a list of the mandatory forms and the optional forms is visible at the bottom of the screen.

The screenshot shows the 'Application Package' form. At the top, there are two dropdown menus: 'Select a Form Family : \*' with 'SF-424' selected, and 'Select a Template : \*' with 'NOAA Construction or Non Construction Application Package' selected. Below these is a list of forms categorized into 'Mandatory Forms' and 'Optional Forms'. The 'Mandatory Forms' list includes 'Budget Narrative Attachment Form CD-511' and 'Project Narrative Attachment Form SF-424'. The 'Optional Forms' list includes 'Other Attachments Form SF-424A', 'SF-424B', 'SF-424C', 'SF-424D', and 'SF-LLL'.

- Click the **Save** button at the bottom of the screen. The **Save was Successful** message confirms a Form Family and a Template have been associated with the RFA.

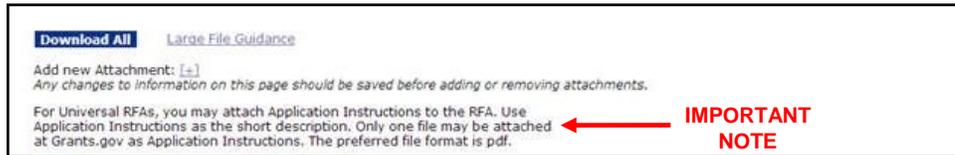
The screenshot shows the 'Application Package' form after a successful save. A blue box at the top left contains the text 'Application Package Save was successful.'. The dropdown menus and form lists are the same as in the previous screenshot. At the bottom, there are three buttons: 'Save', 'Save and Return to Main', and 'Cancel'. The 'Save' button is highlighted with a red box.



**NOTE:** When an Application Package is submitted via Grants.gov, there isn't a check to ensure the optional forms have been included with the application. Without the optional forms, an application is incomplete and will not pass the Minimum Requirements evaluation.

- Reference the note at the bottom of the screen, “For Universal RFAs, you may attach Application Instructions to the RFA.....”

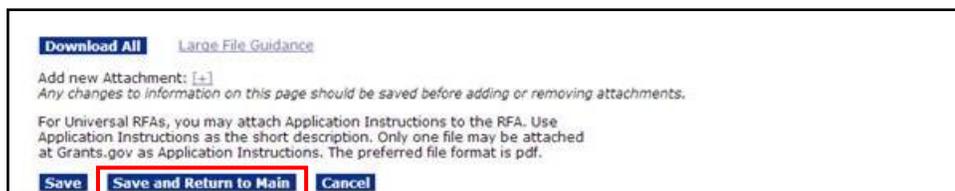
For a **Competitive RFA**, **the user should not include attachments (Application Instructions)**. The Federal Funding Opportunity (FFO), discussed later in this manual, serves as the Application Instructions for a Competitive RFA.



#### NOTES:

- Nearly all non-construction funding opportunities have a standard Application Package consisting of: SF-424, SF-424A, SF-424B and CD-511.
- For a construction package, the SF-424C and SF-424D would be used in lieu of SF-424A and SF-424B.
- The SF-LLL is an optional form. However, certain applicants must include this form with the Application Package.
- A standard Application Package includes project narrative and budget narrative files. These are not forms; they are whatever type of document the applicant wishes to upload.
- If a relevant (necessary) form is not included among the available Grants Online templates, please contact the Help Desk for assistance.

- Click the **Save and Return to Main** button.



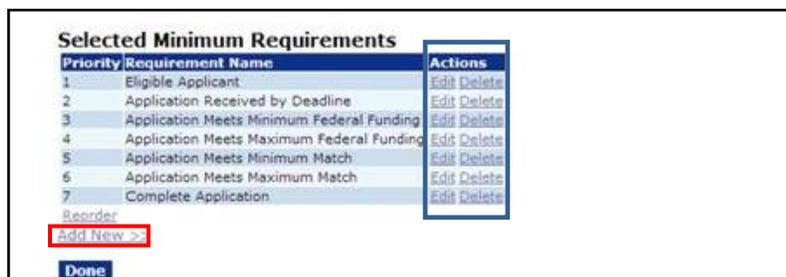
### Minimum Requirements

A standard set of Minimum Requirements is automatically defined. The system default Minimum Requirements can be modified or deleted for each competition. The FPO identifies the initial requirements each application must meet to merit further consideration for funding under a competition.

1. Before the user clicks any of the hyperlinks, click the **Save** button at the bottom of the screen.
2. Click the **View/Edit** link below the Minimum Requirements\* header.



3. To view or edit a requirement, click the **Edit** link.
4. To delete a requirement, click the **Delete** link.
5. To add a new requirement, click the **Add New** link.



6. Enter the Requirement Name\*.
7. Enter the Requirement Description\*.
8. Click the **Save** button to add a Minimum Requirement to the list. The user may click the **Cancel** button to go back to the previous page; changes made on the page will not be saved.

**Add Minimum Requirement**

Name: \* Maximum Amount of Grant

Description: \* This grant should not exceed a requested amount of \$5,000.

**Save** **Cancel**

9. The system returns to the Selected Minimum Requirements page, where the user can add a new requirement (use the **Add New** link), reorder existing requirements (use the **Reorder** link), or click the **Done** button to continue working on the RFA.

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Officer:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published
Competition Number:	2258480	Competition Name:	Test 052814
Anticipated Application Due Date:			

**Selected Minimum Requirements**

Priority	Requirement Name	Actions
1	Eligible Applicant	<a href="#">Edit</a> <a href="#">Delete</a>
2	Application Received by Deadline	<a href="#">Edit</a> <a href="#">Delete</a>
3	Application Meets Minimum Federal Funding	<a href="#">Edit</a> <a href="#">Delete</a>
4	Application Meets Maximum Federal Funding	<a href="#">Edit</a> <a href="#">Delete</a>
5	Application Meets Minimum Match	<a href="#">Edit</a> <a href="#">Delete</a>
6	Application Meets Maximum Match	<a href="#">Edit</a> <a href="#">Delete</a>
7	Complete Application	<a href="#">Edit</a> <a href="#">Delete</a>

[Reorder](#)  
[Add New >>](#)  
**Done**

## Federal Program Office – Create a Competitive RFA

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10. When the user clicks the **Done** button, the system returns to the Competition RFA Details screen.

RFA Header Information			
<b>Document ID:</b>	2258391	<b>CFDA Number:</b>	11.999
<b>Announcement Type:</b>	Initial	<b>SubProgram:</b>	
<b>Funding Opportunity Number:</b>	NOAA-GOT-OCPO-2014-2003555	<b>Assigned Program Office:</b>	GOT One Commerce Program Office (OCPO)
<b>Line Office:</b>	Grants Online Training (GOT)	<b>Assigned Program Officer:</b>	Grants Student25
<b>RFA Name:</b>	Test 052814	<b>Anticipated Publication Date:</b>	10/01/2014
<b>Fiscal Year:</b>	2014	<b>Publication Date:</b>	Not Published
<b>Competition Number:</b>	2258480	<b>Competition Name:</b>	Test 052814
<b>Anticipated Application Due Date:</b>			

Selected Minimum Requirements		
Priority	Requirement Name	Actions
1	Eligible Applicant	<a href="#">Edit</a> <a href="#">Delete</a>
2	Application Received by Deadline	<a href="#">Edit</a> <a href="#">Delete</a>
3	Application Meets Minimum Federal Funding	<a href="#">Edit</a> <a href="#">Delete</a>
4	Application Meets Maximum Federal Funding	<a href="#">Edit</a> <a href="#">Delete</a>
5	Application Meets Minimum Match	<a href="#">Edit</a> <a href="#">Delete</a>
6	Application Meets Maximum Match	<a href="#">Edit</a> <a href="#">Delete</a>
7	Complete Application	<a href="#">Edit</a> <a href="#">Delete</a>
8	Maximum Amount of Grant	<a href="#">Edit</a> <a href="#">Delete</a>

[Reorder](#)  
[Add New >>](#)

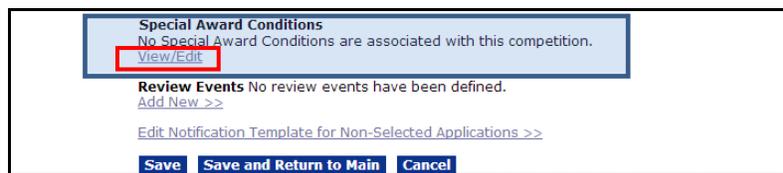
**Done**

## Special Award Conditions

This section provides instructions to create the Special Award Conditions (SAC); SACs are optional. When the user associates a SAC with a RFA, s/he should be cognizant that the SAC will be applied to **every** application that is processed using that RFA. After the RFA is published, the SAC can only be disassociated from the RFA with assistance from the Help Desk.

If the RFA does not require a SAC, advance to page 37.

1. To specify the Special Award Conditions, click the **View/Edit** link beneath the Special Award Conditions header.



**Special Award Conditions**  
No Special Award Conditions are associated with this competition.  
[View/Edit](#)

**Review Events** No review events have been defined.  
[Add New >>](#)  
[Edit Notification Template for Non-Selected Applications >>](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

2. Click the **Create from Scratch** link.



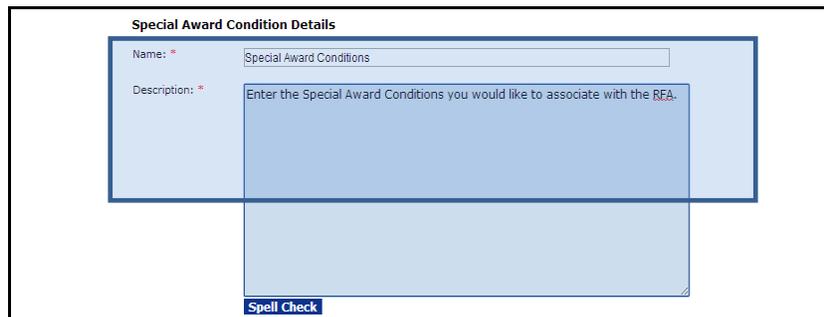
**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Office:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published
Competition Number:	2258480	Competition Name:	Test 052814
Anticipated Application Due Date:			

**Special Award Conditions**  
[Create From Scratch](#)

**Available Special Award Conditions**  
No available Special Award Conditions found.  
[Done](#)

3. Enter the Name\*.
4. Enter the Description\*.



**Special Award Condition Details**

Name: \*

Description: \*

[Spell Check](#)

## Federal Program Office – Create a Competitive RFA

5. Click the **Save** button to capture the changes and remain on this screen. If this option is selected, the user will also have to complete step 6 to return to the previous screen.
6. Click the **Done** button to capture the changes and return to the previous screen.
7. Click the **Cancel** button to leave the screen without saving any changes.

**Special Award Condition Details**

Name: \* Special Award Conditions

Description: \* Enter the Special Award Conditions you would like to associate with the RFA.

Spell Check

Step 5 → **Save** **Done** **Cancel** ← Step 7

Step 6 ↓

8. When the user completes steps 5 & 6 or step 6, there is now a Special Award Condition established for this Competition. If the user would like to edit the SAC, click the **Edit** link. If s/he wants to delete the SAC, click the **Delete** link. Finally, if the user selects the **Template** link, s/he is presented with a copy of an existing template that can be used for a new SAC based upon the same competition. The user should modify the Name and Description of the new SAC.

**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published
Competition Number:	2258480	Competition Name:	Test 052814
Anticipated Application Due Date:			

**Special Award Conditions**

Create From Scratch

Available Special Award Conditions		Options
Name	Description	Edit Delete Template
Special Award Conditions	Enter the Special Award Conditions you would like to associate with the RFA.	

**Done**

Step 8 ↓

Step 9 ↑

9. The user can specify additional Special Award Conditions. To do so, repeat steps 2-6 as many times as is appropriate. If the user clicks the link under the **Name** column header a "View Only" version of the SAC is visible. In this example, the link is entitled **Special Award Conditions**.
10. When the final SAC is created, click the **Done** button to return to the previous screen and continue creating the RFA.

## Review Events

The Review Events task can occur either using the Grants Online system or outside Grants Online. The steps that follow describe, at a high level, the creation of a Review Event. For an in-depth discussion, please refer to item #15 on the PMO website: **Grants Online Guidance – Creating a Review Event.**

[http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/Creating\\_a\\_Review\\_Event.pdf](http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/Creating_a_Review_Event.pdf).

1. Click the **Add New** link beneath the Review Events header.



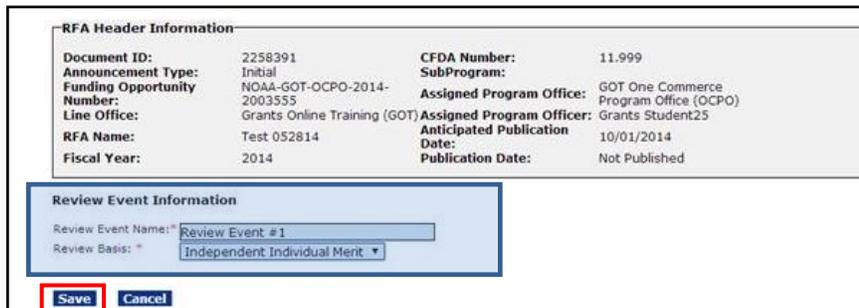
Special Award Conditions  
No Special Award Conditions are associated with this competition.  
[View/Edit](#)

**Review Events** No review events have been defined.  
[Add New >>](#)

[Edit Notification Template for Non-Selected Applications >>](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

2. When presented with the screen below, note that Review Event Name\* and Review Basis\* are mandatory fields.
3. Enter information for the Review Event Name.
4. From the dropdown menu, select the Review Basis.
5. Click the **Save** button. This opens the Review Event Details page.



**RFA Header Information**

Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014
Fiscal Year:	2014	Publication Date:	Not Published

**Review Event Information**

Review Event Name:\*

Review Basis: \*

[Save](#) [Cancel](#)

## Federal Program Office – Create a Competitive RFA

---

- All fields displayed on the Review Event Details page in the image below require data.
  - Review Event Manger\*.
  - Review Done By\* - Choose one of the two radio buttons.
  - Scored Criteria\* - Choose one of the four radio buttons.
  - Summary Score Determination\* - The default radio button for is N/A. Either Mean or Median must be specified if the Scored Criteria is Quantitative.
  - Not Scored Criteria\* - The default radio button is No; modify if appropriate.
  - Bonus Points\* - The default radio button is No; modify if appropriate.
  - Anticipated Review Start Date\* - The value entered cannot precede the Application Due Date.
  - Anticipated Review End Date\*.
- When finished with data entry, click the **Save** button to capture the data; click the **Save and Return to Main** button to save data and return to the previous screen; or click the **Cancel** button to exit without saving changes.

**Independent Individual Merit Review**  
[Guidance](#)

Review Event Name:\*

Review Event Manager:\*

Review Done By:\*  
 Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

Scored Criteria:\*  
 Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:\*  
 N/A  Mean  Median

Not Scored Criteria:\*  Yes  No

Bonus Points:\*  Yes  No

Anticipated Review Start Date:\*  Anticipated Review End Date:\*

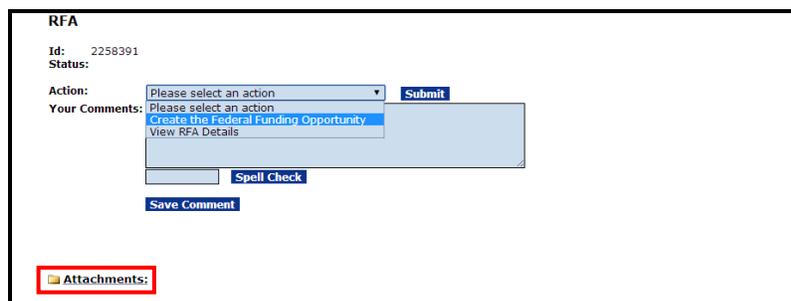
[Add Agency Standard Criteria](#)

[FFO Evaluation Criteria Report](#) [Application Review Scoring Sheet](#)

## Federal Funding Opportunity (FFO)

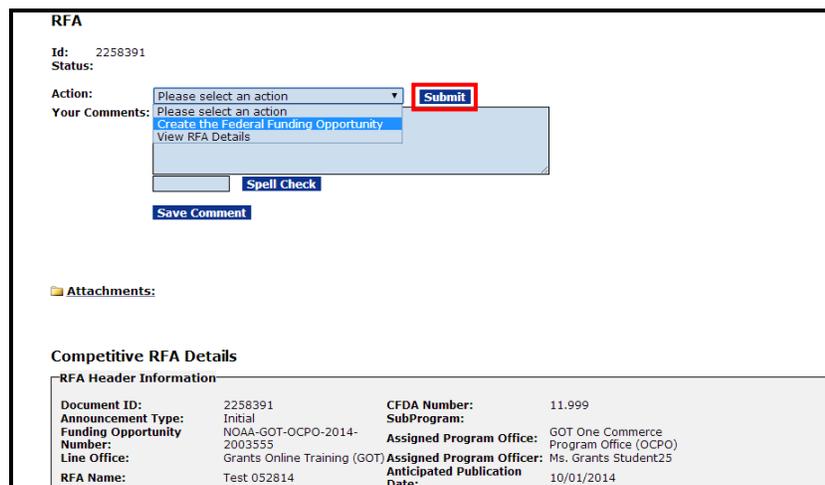
Each Competitive RFA requires the creation of a Federal Funding Opportunity (FFO). The FFO is posted on Grants.gov and instructs applicants how to respond to the RFA. It is imperative that the FFO is 100% accurate. To that end, the Federal Assistance Law Division (FALD) or a Bureau attorney reviews documents prior to publication on Grants.gov. This review ensures the FFO is legally sound and meets all applicable Federal and Departmental requirements.

1. The NOAA user is required to create his/her FFO using the Grants Online system. Prior to creating the Federal Funding Opportunity, the user must provide data for all mandatory fields on the RFA Details page.
2. Users in agencies who have developed their FFO outside of Grants Online can attach the document to the FFO launch page. Click the **Attachments** link and follow the instructions. When the FFO is created outside of Grants Online, the user should skip to the next section which starts on page 45.



The screenshot shows the RFA page for ID 2258391. The 'Action' dropdown menu is open, and 'Create the Federal Funding Opportunity' is selected. The 'Submit' button is visible next to the dropdown. Other buttons include 'Spell Check' and 'Save Comment'. The 'Attachments' link is highlighted with a red box.

3. Select the **Create the Federal Funding Opportunity** from the Action dropdown menu. Click the **Submit** button and the image shown at the top of the next page is visible.



The screenshot shows the RFA page for ID 2258391. The 'Submit' button is highlighted with a red box. The 'Attachments' link is also visible. Below the form is the 'Competitive RFA Details' section, which includes a table of RFA Header Information.

RFA Header Information			
Document ID:	2258391	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003555	Assigned Program Office:	GOT One Commerce Program Office (OCPO)
Line Office:	Grants Online Training (GOT)	Assigned Program Officer:	Ms. Grants Student25
RFA Name:	Test 052814	Anticipated Publication Date:	10/01/2014

## Federal Program Office – Create a Competitive RFA

- The top portion of the FFO screen is visible in the image below. The user will need to use the scroll bar to see all FFO data elements. Click the **Guidance Documents** link.

**Federal Funding Opportunity**

Please click on this icon to view the audit trail on this FFO:

Please read the appropriate [guidance documents](#) before filling out the fields below. **Guidance Documents**

Regulatory Information Number (RIN)

**Executive Summary**

Federal Agency Name:

Funding Opportunity Title:

Announcement Type: Initial

FFO Number: NOAA-GOT-OCPO-2014-2003555

Catalog of Federal Domestic Assistance (CFDA) Number: 11.999, Grants Online Training Program

Dates: (empty)

Funding Opportunity Description: (empty)

- A portion of the information contained on the Guidance Documents screen is visible below.

**Grants Online  
Federal Funding Opportunity,  
and  
Federal Register Notice  
Document Creation Assistance**

*Last Update: 05/12/2011*

Every competitive announcement MUST have a Federal Funding Opportunity (FFO). The FFO will be available on Grants.gov along with the application package. It will be the primary reference document for applicants. All grant programs must continue to develop FFO announcements, which incorporate all substantive grant provisions, such as application requirements, evaluation criteria and selection procedures, and to make it available on Grants.gov. The Financial Assistance Law Division (FALD) will forward to the Office of the Assistant General Counsel for Legislation and Regulation (L&R), those FFO announcements with funding that exceeds \$100 million and announcements for new grant programs, so that L&R may coordinate the review and clearance of those announcements with the Office of Management and Budget (OMB).

The change in policy does not supersede any statutory or regulatory requirements to publish a Notice of Funding Availability, or other similar notice, in the Federal Register. Agencies must still publish such notices if required to do so by any law or regulation. For these situations, Grants Online also provides the capability to publish Federal Register Notices.

- Following the Document Creation Assistance text there are hyperlinks that provide detailed information for each data entry field.

**Executive Summary**

[Federal Agency Name\(s\):](#)  
[Funding Opportunity Title:](#)  
[Announcement Type:](#)  
[FFO Number:](#)  
[Catalog of Federal Domestic Assistance \(CFDA\) Number:](#)  
[Dates:](#)  
[Funding Opportunity Description: \(FRN uses word "Summary"\)](#)

**Full Text of Announcement**

**I. Funding Opportunity Description**

A. [Program Objective](#)  
B. [Program Priorities](#)  
C. [Program Authority](#)

**II. Award Information**

A. [Funding Availability](#)  
B. [Project/Award Period](#)  
C. [Type of Funding Instrument](#)

**III. Eligibility Information**

A. [Eligible Applicants](#)  
B. [Cost Share or Matching Requirement](#)  
C. [Other Criteria that Affect Eligibility](#)

7. The following information is provided for each FFO hyperlink:

- FFO Field Name
- FFO Field Location (i.e., the section on the FFO and the field number). The hyperlinks on each data element’s screen can be used to navigate to the preceding field or the subsequent field.
- OMB Guidance
- Additional Guidance
- Published Examples



**NOTE:** A screen shot of the “Program Objective” (FFO Field Name) is displayed below.

**FFO Field:** Program Objective

**FFO Location:** Funding Opportunity Description - first field  
- Preceding Field: [Funding Opportunity Description](#) ← **Preceding Field**  
- Subsequent Field: [Program Priorities](#) ← **Subsequent Field**

**OMB Guidance:**  
**I. Funding Opportunity Description — Required**  
This section contains the full programmatic description of the funding opportunity. It may be as long as needed to adequately communicate to potential applicants the areas in which funding may be provided. It describes the agency’s funding priorities or the technical or focus areas in which the agency intends to provide assistance. As appropriate, it may include any program history (e.g., whether this is a new program or a new or changed area of program emphasis). This section may communicate indicators of successful projects (e.g., if the program encourages collaborative efforts) and may include examples of projects that have been funded previously. This section also may include other information the agency deems necessary, such as citations for authorizing statutes and regulations for the funding opportunity.

**Additional Guidance:**

- Do not enter the field name (shown in bold in the examples). The FFO generator will enter the field name.
- The Department has broken this required section into 4 required subsections. *Program Objectives* is the first of these.

**Published Examples:**

**A. Program Objective:**

Pursuant to the Coral Reef Conservation Act of 2000 (Act), the Secretary of Commerce (Secretary), through the NOAA Administrator (Administrator), and subject to the availability of funds, is authorized to provide matching grants of financial assistance for coral reef conservation projects through the Coral Reef Conservation Program (Program). As such, the objective of the Program is to provide financial assistance for coral reef conservation projects consistent with the Act and “A National Coral Reef Action Strategy” (Strategy). A copy of the Strategy and the Act can be found at: <http://www.coralreef.noaa.gov/>.



**NOTE:** For convenience, the user can cut and paste text from a prior year’s Program Objective. To prevent formatting problems in the new FFO, the original document should be converted to plain text before using the copy and paste functions. The content can be modified to address the requirements of the new RFA.

## Federal Program Office – Create a Competitive RFA

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8. Focusing on the Full Text of Announcement section of the FFO in the Grants Online system, the screen below is visible. Click each hyperlink and enter data. Although not enforced by the system, FALD will not clear the FFO unless each hyperlink category has been adequately addressed. The requirement that each field in the Full Text of Announcement be addressed also applies to the FFO developed outside of Grants Online.

**Full Text of Announcement**

- I. Funding Opportunity Description**
  - A. [Program Objectives](#) (empty)
  - B. [Program Priorities](#) (empty)
  - C. [Program Authority](#) (empty)
- II. Award Information**
  - A. [Funding Availability](#) (empty)
  - B. [Project/Award Period](#) (empty)
  - C. [Type of Funding Instrument](#) (empty)
- III. Eligibility Information**
  - A. [Eligible Applicants](#) (empty)
  - B. [Cost Share or Matching Requirement](#) (empty)
  - C. [Other Criteria that Affect Eligibility](#) (empty)
- IV. Application and Submission Information**
  - A. [Address to Request Application Package](#) (empty)
  - B. [Content and Form of Application](#) (empty)
  - C. [Submission Dates and Times](#) (empty)
  - D. [Intergovernmental Review](#) (empty)
  - E. [Funding Restrictions](#) (empty)
  - F. [Other Submission Requirements](#) (empty)
  - [Address for Submitting Proposals](#) (empty) (concatenated to Other Submission Requirements in FFO - see guidance)
- V. Application Review Information**
  - A. [Evaluation Criteria](#) (empty)
  - B. [Review and Selection Process](#) (empty)
  - C. [Selection Factors](#) (empty)

9. After entering data for each field, click the **Save** button at the bottom of the data entry screen.

**Program Objectives:**

Pursuant to the Coral Reef Conservation Act of 2000 (Act), the Secretary of Commerce (Secretary), through the NOAA Administrator (Administrator), and subject to the availability of funds, is authorized to provide matching grants of financial assistance for coral reef conservation projects through the Coral Reef Conservation Program (Program). As such, the objective of the Program is to provide financial assistance for coral reef conservation projects consistent with the Act and "A National Coral Reef Action Strategy" (Strategy). A copy of the Strategy and the Act can be found at: <http://www.coralreef.noaa.gov/>.

10. As data is provided for each field and the user clicks the **Save** button the word **(empty)** is replaced with a green check mark (✔) next to the field name (data element).

Please click on this icon to view the audit trail on this FFO:

Please read the appropriate [guidance documents](#) before filling out the fields below.

Regulatory Information Number (RIN)

**Executive Summary**

Federal Agency Name

Funding Opportunity Title

Announcement Type Initial

FFO Number NOAA-GOT-OCPO-2014-2003555

Catalog of Federal Domestic Assistance (CFDA) Number

Dates ✔

Funding Opportunity Description ✔

**Full Text of Announcement**

I. Funding Opportunity Description

A. Program Objectives ✔

11. The **Save** button at the bottom of the page below saves data in the Executive Summary section of the FFO. Recall, each data field has its own **Save** button. The **Cancel** button will take the user from the FFO details screen to the FFO launch page without starting the workflow.

VI. **Award Administration Information**

A. [Award Notices](#) (empty)

B. [Administrative and National Policy Requirements](#) (empty)

C. [Reporting](#) (empty)

VII. [Agency Contacts](#) (empty)

VIII. [Other Information](#) (empty)

**Save** **Cancel** **FFO Routing Slip and Start Workflow**

**Report Style:**

RTF (Word)

PDF

**View FFO Report**

**View FRN Report**

The publication of a Federal Funding Opportunity is required for this RFA.  
The publication of a Federal Register Notice is NOT required.



**NOTE:** The **View FFO Report** button at the bottom of the screen can be used at any time to generate a copy of the FFO in its current state. If applicable, to view a copy of the FRN, click the **View FRN Report** button.

## Specify an Optional Reviewer

---

When the user has entered data for all mandatory fields and any relevant optional fields, review and verify the accuracy of the information entered on the Competitive RFA Details page.

1. When satisfied that information is complete and accurate and the RFA is ready for publication/posting, click the **FFO Routing Slip and Start Workflow** button to proceed to the next step.

VI. Award Administration Information

- A. [Award Notices \(empty\)](#)
- B. [Administrative and National Policy Requirements \(empty\)](#)
- C. [Reporting \(empty\)](#)

VII. [Agency Contacts \(empty\)](#)

VIII. [Other Information \(empty\)](#)

[Save](#) [Cancel](#) [FFO Routing Slip and Start Workflow](#)

2. The Routing Slip is visible in the screen shot below. If appropriate, the user can add one or more Optional Reviewers. If not, advance to step 7.

**Routing Slip**

**Assigned Program Officer**  
The Assigned Program Officer must be on the routing slip. The Assigned Program Officer is set on the RFA details page.  
[Participant Name](#) [User Name](#)  
AssignedProgramOfficer Grants Student08

**Optional Reviewer**  
An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.  
Nothing found to display.  
[Add Optional Reviewer](#)

**Grants Specialist**  
The lead Grants Specialist assigned to the line office and CFDA number associated with this RFA is listed below and will receive a task to review this document. The Grants Management Division has the ability to reassign the task at their discretion.  
[Participant Name](#) [User Name](#)  
GrantsSpecialist NOAA Grants Specialist

**Federal Assistance Law Division (FALD)**  
All members of FALD will receive a task to review this document. One FALD user will claim ownership of the review task and all further FALD tasks for this document will be assigned to that person.  
[Participant Name](#)  
FALD

**RFA Publisher**  
All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.  
[Participant Name](#)  
RFAPublisher



**NOTES:** The Optional Reviewer is the only customizable portion of the FFO Routing slip. The Assigned Program Officer is copied from the RFA details. The Grants Specialist is based upon the user's Line Office and CFDA Number.

When the FFO goes to FALD and to the RFA Publisher, all users with those roles in the user's agency will receive a task. The first user to take an action on the task will become the owner. The task will be cleared from the Inbox of other users to whom the task was sent.

After the FFO routing slip has been finalized and the workflow starts, the routing slip can only be modified by the Grants Online Help Desk. The user may also return the FFO to the Program Officer (or Grants Specialist) for modifications.

3. Click the **Add Optional Reviewer** button.

**Routing Slip**

**Assigned Program Officer**  
The Assigned Program Officer must be on the routing slip. The Assigned Program Officer is set on the RFA details page.  
**Participant Name** **User Name**  
AssignedProgramOfficer Grants.Student08

**Optional Reviewer**  
An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.  
**Nothing found to display.**  
**Add Optional Reviewer**

**Grants Specialist**  
The lead Grants Specialist assigned to the line office and CFDA number associated with this RFA is listed below and will receive a task to review this document. The Grants Management Division has the ability to reassign the task at their discretion.  
**Participant Name** **User Name**  
GrantsSpecialist NOAA Grants Specialist

**Federal Assistance Law Division (FALD)**  
All members of FALD will receive a task to review this document. One FALD user will claim ownership of the review task and all further FALD tasks for this document will be assigned to that person.  
**Participant Name**  
FALD

**RFA Publisher**  
All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.  
**Participant Name**  
RFAPublisher

4. To locate an optional reviewer, enter one or more items for the search criteria. If the user specifies search criteria for more than one field, the system will attempt to match all criteria specified. To improve the chances for a match, use a broader (fewer items) search criteria.

**Search Users**

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name   
Middle Name   
Last Name   
Organization   
E-Mail Address   
State

**Search** **Cancel**

Nothing found to display.

## Federal Program Office – Create a Competitive RFA

- The search returns a list of reviewers that match the specified search criteria. Click the **Select** link next to the person's name to include that person as an Optional Reviewer.

**Search Users**

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name   
Middle Name   
Last Name   
Organization   
E-Mail Address   
State

25 items found, displaying all items. 1

Action	User ID	Name	Organization	Title	Primary Phone	Primary Address	Email	Full Name
<input type="button" value="Select"/>	2010906	Student16, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov	
<input type="button" value="Select"/>	2010903	Student13, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov	
<input type="button" value="Select"/>	2010902	Student12, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov	
<input type="button" value="Select"/>	2010904	Student14, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov	
<input type="button" value="Select"/>	2010898	Student08, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov	
<input type="button" value="Select"/>	2010895	Student05, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov	

- The designated Optional Reviewer's name is shown on the routing slip under the Optional Reviewer header. Repeat steps 3-5 as many times as is necessary to identify additional Optional Reviewers.

In this example, we have specified one Optional Reviewer. Remember, if more than one Optional Reviewer is specified, each reviewer must approve the RFA.

**Optional Reviewer**

An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Participant Name	User Name	Action
OptionalReviewer	Ms. Grants A. Student25	<input type="button" value="Remove"/>

- After the Assigned Program Officer, and if indicated the Optional Reviewer(s), has verified the RFA is ready for posting, select **Initiate Application Package Posting** from the Action dropdown menu and click the **Submit** button.

**RFA**

Id: 2278964  
Status: ApproveOrReview - Not Started

Action:

Your Comments:

- Click the **Save Route** button at the bottom of the screen.
- Click the **Start Workflow** button at the bottom of the screen.

### Routing Slip

**Assigned Program Officer**  
The Assigned Program Officer must be on the routing slip. The Assigned Program Officer is set on the RFA details page.

Participant Name	User Name
AssignedProgramOfficer	Grants A. Student25

**Optional Reviewer**  
An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Participant Name	User Name	Action
OptionalReviewer	Ms. Grants A. Student25	Remove

**Add Optional Reviewer**

**Grants Specialist**  
The lead Grants Specialist assigned to the line office and CFDA number associated with this RFA is listed below and will receive a task to review this document. The Grants Management Division has the ability to reassign the task at their discretion.

Participant Name	User Name
GrantsSpecialist	NOAA Grants Specialist

**Federal Assistance Law Division (FALD)**  
All members of FALD will receive a task to review this document. One FALD user will claim ownership of the review task and all further FALD tasks for this document will be assigned to that person.

Participant Name
FALD

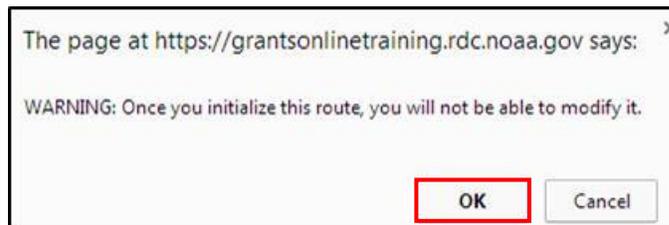
**RFA Publisher**  
All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

Participant Name
RFAPublisher

**Step 8**      **Step 9**

**Save Route**   **Start Workflow**   **Cancel**

- A warning message indicates the user is about to start the Workflow process. After the user clicks the OK button, s/he will not be able to modify the Routing Slip. Click the **OK** button to proceed.



## Federal Program Office – Create a Competitive RFA

11. The FFO Header page is shown below. The Funding Opportunity Number (FON) uniquely identifies the RFA. The FON can be used to search for and retrieve the RFA and its associated documents. Note, at this point the RFA has not been published.

**Federal Funding Opportunity**

**Id:** 2278987  
**Status:** DefaultActions - Not Started  
[Go to Federal Funding Opportunity Details Page >>](#)

This document currently has no tasks assigned to you.  
[View the routing slip >>](#)

▶ **Workflow History**

📎 **Attachments:**

**RFA Header Information**

<b>Document ID:</b> 2278983	<b>CFDA Number:</b> 11.999
<b>Announcement Type:</b> Initial	<b>SubProgram:</b>
<b>Funding Opportunity Number:</b> NOAA-GOT-OCPO-2015-2003786	<b>Assigned Program Office:</b> GOT One Commerce Program Office (OCPO)
<b>Line Office:</b> Grants Online Training (GOT)	<b>Assigned Program Officer:</b> Ms. Grants A. Student25
<b>RFA Name:</b> Test #2 Sept 2015	<b>Anticipated Publication Date:</b> 09/30/2015
<b>Fiscal Year:</b> 2015	<b>Publication Date:</b> Not Published

12. The Assigned Program Officer will click the **Workflow History** button to notify the Grants Specialist that s/he has a task to approve the Application Package.

**Federal Funding Opportunity**

**Id:** 2278987  
**Status:** Publish - Complete  
[Go to Federal Funding Opportunity Details Page >>](#)

This document currently has no tasks assigned to you.  
[View the routing slip >>](#)

▶ **Workflow History**

13. From the resulting screen, click the name of the person to whom the task should be sent (see the column with the **Performer** header).

▼ Workflow History									
Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comment	
Publish FFO	09/16/2015 10:27:35 AM	09/16/2015 10:41:42 AM	09/16/2015 10:41:42 AM	NOAA Publisher	RFAPublisher	Publish	Complete		
Review FFO	09/16/2015 10:24:01 AM	09/16/2015 10:27:35 AM	09/16/2015 10:27:35 AM		FALD	Clear	Complete		
Review	09/15/2015 05:32:30 PM	09/16/2015 10:24:01 AM	09/16/2015 10:24:01 AM	NOAA Grants Specialist	GrantsSpecialist	Approve	Complete		
Approve or Review	09/15/2015 05:30:51 PM	09/15/2015 05:32:30 PM	09/15/2015 05:32:30 PM	Grants A. Student25	AssignedProgramOfficer	Approve	Complete		

Export options: [Excel](#)

14. Compose the message and click the **Send** button.

**Send Message**

Please use the "Search" button to search for users if you do not know their email address.

To send notifications to a group of users, click here: [Send Group Notifications](#)

To\*

Subject\*

Message\*

94 / 4000

15. The Grants Specialist will log on to his/her account and view the task awaiting action. S/he should review the FFO to confirm all necessary information is included and accurate. From the Action dropdown menu, select **Approve** and click the **Submit** button.

**Federal Funding Opportunity**

**Id:** 2278262  
**Status:** DefaultActions - Not Started

**Action:**

Your Comments:

16. The Assigned Program Officer will click the **Workflow History** button to notify the Federal Assistance Law Division (FALD) that there is a FFO ready for its review and approval.

**Federal Funding Opportunity**

**Id:** 2278987  
**Status:** Publish - Complete  
[Go to Federal Funding Opportunity Details Page >>](#)

This document currently has no tasks assigned to you.  
[View the routing slip >>](#)

## Federal Program Office – Create a Competitive RFA

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17. From the resulting screen, click the name of the person to whom the task should be sent (see the column with the **Performer** header).

Workflow History									
Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comment	
Publish FFO	09/16/2015 10:27:35 AM	09/16/2015 10:41:42 AM	09/16/2015 10:41:42 AM	NOAA Publisher	RFAPublisher	Publish	Complete		
Review FFO	09/16/2015 10:24:01 AM	09/16/2015 10:27:35 AM	09/16/2015 10:27:35 AM		FALD	Clear	Complete		
Review	09/15/2015 05:32:30 PM	09/16/2015 10:24:01 AM	09/16/2015 10:24:01 AM	NOAA Grants Specialist	GrantsSpecialist	Approve	Complete		
Approve or Review	09/15/2015 05:30:51 PM	09/15/2015 05:32:30 PM	09/15/2015 05:32:30 PM	Grants A. Student25	AssignedProgramOfficer	Approve	Complete		

Export options: [Excel](#)

18. When satisfied that all components of the RFA are complete, FALD will approve the FFO. From the Action dropdown menu, select **Clear FFO** and click the **Submit** button.

**Federal Funding Opportunity**

**Id:** 2278968  
**Status:** FALDActions - Not Started

**Action:**

**Your Comments:**

**Publish a Competitive RFA (Post the FFO to Grants.gov)**

1. When satisfied all required information is included, the RFA Publisher should select **Publish FFO** from the Action dropdown menu and click the **Submit** button.

**Federal Funding Opportunity**  
**Id:** 2278968  
**Status:** Publish - Not Started  
**Action:** Publish FFO **Submit**  
**Your Comments:** [Text Area]  
 Spell Check  
 Save Comment

2. Summarizing the steps completed thus far, the Workflow History for the RFA is shown below.

**RFA**  
**Id:** 2278964  
**Status:** Published  
**Action:** Please select an action **Submit**  
**Your Comments:** [Text Area]  
 Spell Check  
 Save Comment

Workflow History									
Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Com	
Review	09/16/2015 05:02:50 PM	09/16/2015 05:23:10 PM	09/16/2015 05:23:10 PM	NOAA Grants Specialist	RFAPublisher	Approve	Complete		
Approve or Review	09/16/2015 04:35:42 PM	09/16/2015 05:02:50 PM	09/16/2015 05:02:50 PM	Grants A. Student25	RFACreator	InitiateApplicationPackagePosting	Complete		

Export options: [Excel](#)

3. Summarizing the steps completed thus far, the Workflow History for the FFO is visible below.

**Federal Funding Opportunity**  
**Id:** 2278987  
**Status:** Publish - Complete  
[Go to Federal Funding Opportunity Details Page >>](#)  
 This document currently has no tasks assigned to you.  
[View the routing slip >>](#)

Workflow History									
Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Com	
Publish FFO	09/16/2015 10:27:35 AM	09/16/2015 10:41:42 AM	09/16/2015 10:41:42 AM	NOAA Publisher	RFAPublisher	Publish	Complete		
Review FFO	09/16/2015 10:24:01 AM	09/16/2015 10:27:35 AM	09/16/2015 10:27:35 AM		FALD	Clear	Complete		
Review	09/15/2015 05:32:30 PM	09/16/2015 10:24:01 AM	09/16/2015 10:24:01 AM	NOAA Grants Specialist	GrantsSpecialist	Approve	Complete		
Approve or Review	09/15/2015 05:30:51 PM	09/15/2015 05:32:30 PM	09/15/2015 05:32:30 PM	Grants A. Student25	AssignedProgramOfficer	Approve	Complete		

Export options: [Excel](#)

